

### Application To Pay Filing Fees in Installments

This procedure explains how to docket an application to pay filing fees in installments using the electronic case filing system (ECF). Applications to pay filing fees in installments must be filed immediately after a new case is opened. Cases opened on the ECF system without the fees being paid or accompanied by an Application to Pay Installments, may not be considered filed but rather “Received for Filing by the Court” only.

**Step 1** Click the Bankruptcy hyperlink on the ECF **MAIN MENU**.



**Step 2** The **BANKRUPTCY EVENTS** screen displays.



- Click the **Motions/Applications** hyperlink.

**Step 3** The **CASE NUMBER** screen displays.

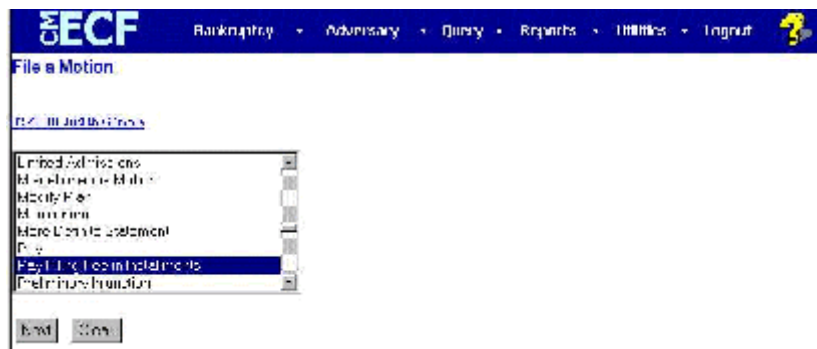
- Enter the correct case number (yy-nnnnn) or (yy-nnnn) including the hyphen.



- Click **Next** to continue.

**Note:** If the system prompts that you have entered an invalid case number, click the browser **Back** button to try again.

**Step 4** The **LIST OF MOTIONS/APPLICATIONS** screen displays. Check the name to be sure you are filing the document in the correct case.



- Scroll to display the Pay Filing Fee in Installments event.

**Hint:** There is a shortcut to scrolling. Try typing the first letter of the motion you are trying to file and the list will scroll to the first event beginning with that letter.

- Click to highlight.
- Click **Next**.

**Step 5** The **JOINT FILING WITH OTHER ATTORNEY** screen displays.



- Check the box if you are making a joint filing. Do not check the box if you are not making a joint filing.
- Click **Next**.

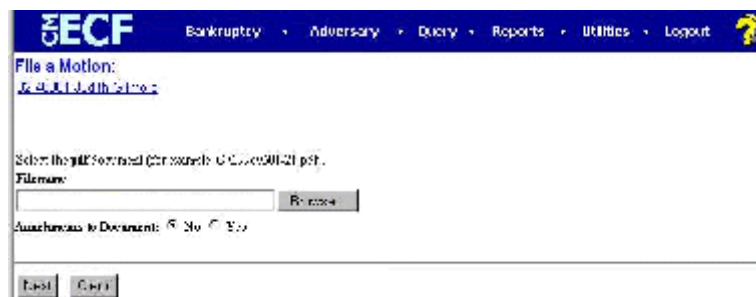
**Step 6** The **PARTY SELECTION** screen displays.



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'File a Motion:'. Underneath, there is a link for 'File a Motion:'. The main section is titled 'Select the Party:'. It contains a list box with two entries: 'Gilmore, Judith (Debtor)' and 'Woodhull, Jane (Debtor)'. To the right of the list box is a link for 'add to the database'. At the bottom of the list box are 'Next' and 'Clear' buttons.

- Scroll the list to find the party you are filing the document for, if the name does not appear, you must add them to the database then select them.
- Click to highlight the name.
- Click **Next**.

**Step 7** The **SELECT THE PDF DOCUMENT SELECTION** screen displays.



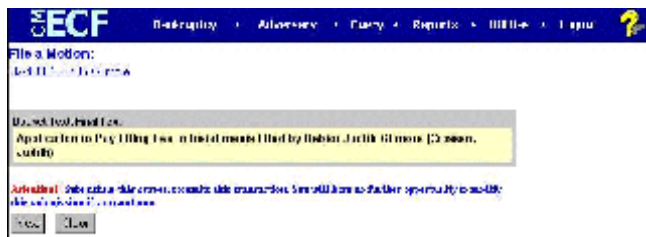
The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'File a Motion:'. Underneath, there is a link for 'File a Motion:'. The main section is titled 'Select the pdf document (for example: 00000001.pdf)'. Below this title is a 'Filename:' label and a text input field. To the right of the input field is a 'Browse' button. Below the input field is a label 'Attachments to Document:' followed by radio buttons for 'No' and 'Yes'. At the bottom of the form are 'Next' and 'Clear' buttons.

- Click the **Browse** button to navigate to the directory where the appropriate PDF file is located.
- Right-click for a pop-up menu, then Click **Open**. The Adobe Acrobat Reader will start up and let you view your document. When you confirm your document is the correct document you intend to **File**, simply close down the Reader and you will pop back to the file upload screen.
- The PDF file you selected should still be highlighted. Click **Open**.
- Click **Next** to continue.

**Step 8** The **MODIFY TEXT** screen displays.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'File a Motion:'. Underneath, there is a link for '06-10066 Bart Simpson'. The page displays case information: Type: bk, Chapter: 7 v, Office: 1 (Boston), Assets: y, and Judge: WCII. A yellow box highlights the 'Docket Text: Modify as Appropriate.' section. Inside this box, the text 'Application to Pay Filing Fee in Installments' is followed by a text input field, a dropdown menu, and the text '(OC, Mary)'. At the bottom of the yellow box are two buttons: 'Text' and 'Clear'.

- A supplemental text box window and the prefix box are available to add more detail to the docket text.
- Click the down arrow to display the prefix options.
- Add detail to the final text if appropriate.
- Click **Next** to continue.

**Step 9** The **FINAL DOCKET TEXT** screen appears.

- Confirm any text added is correct.

**Note:** At this point, your document has not been filed. If you need to cancel or abort this transaction, click on any of the Main Menu options and the transaction will not take place. Clicking **Next** will irretrievably file your document.

- Click **Next** to file the document.

**Step 10** The **NOTICE OF ELECTRONIC FILING** screen displays. This Notice of Electronic Filing screen verifies the filing has been sent electronically to the court's database.

- It is strongly recommended the user **Save** and/or **Print** a copy of this notice using the browser **File/Save** option or clicking on the **Print** icon. This screen will not be displayed again.
- Although the user may click on the **Back** button on the browser and return to prior screen displays, nothing will change the fact that the filing has already taken place.
- Do not use the **Back** button to make another filing. It is not activated. You must select from the Main Menu and start again.
- Clicking on the [case number hyperlink](#) identified in blue on the Notice of Electronic Filing will take you to the PACER login screen. After logging in, the docket report for this case will be displayed.

